



# St Paul's C of E Primary School Remote Learning Policy

Updated – September 2024

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### 1. Aims

This remote learning policy for staff aims to:

- Ensure consistency in the approach to remote learning for pupils who aren't in school due to a whole or partial school closure
- Set out expectations for all members of the school community with regards to remote learning
- Provide appropriate guidelines for data protection

### 1.2 Our Values

- At St Paul's our ambition is that we have good, safe and stable education provision for all the children at our school.
- We will work together to share the burden in a fair way and generous way.

### 1.3 Our Principles

- Safety is first - we will make decisions taking account of the health, safety and wellbeing of staff, adults and children in our school.
- At all times we will provide advice, guidance and support.
- We will maintain Good communication with children and families.
- The approach we take will be flexible, incremental and evolving,

- We will use a blended approach of paper work packs / activities and work on devices.
- We do not believe it is not good practice children Reception and Year 1 in particular to be expected to sit at a screen for a long period of time.
- We will support leaders to promote a curriculum which balances the academic and wellbeing needs of our children.
- Key actions for schools to remain open will be simple and supported by LA services wherever possible
- Vulnerable children remain our priority

## 2. Roles and responsibilities

### 2.1 Teachers

When providing remote learning, teachers must be available between 9am-3pm on their working days.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal procedures between 7am and 4pm by contacting the appropriate people. If it affects the completion of any work required, ensure that arrangements have been made with year group partners or SLT to ensure work is completed.

When providing remote learning, teachers are responsible for:

- Teachers will provide learning for their current class, using where appropriate Google Classroom. The amount of work they need to provide is daily Maths and English lessons plus 3/4 lessons for foundation subjects each week. Daily phonics lessons will be planned for KS1 and SPAG lessons for KS2.
- Teachers will use online resources to support lessons throughout the week on Google Classroom. They will use resources provide by the Oak

National Academy, White Rose Maths and BBC Bitesize, as well as other resources identified by school curriculum leaders.

- The work will be set weekly.
- Teachers will upload weekly learning packs on the school website and Google Classroom. The packs can then be accessed at home, printed by staff who are on site, ready for parents to collect or staff can deliver to homes.
- Teachers will have regular face to face screen contact with their pupils (at least twice a week).
- Teachers will outline the work daily via their Google Classroom.
- Ensuring children know how to complete assigned work, turn it in, use templates, take photos of written work and upload
- Purple Mash (Whole School) and Mini Mash (EYFS) provide a full range of software for learning activities across the curriculum and allow staff to set 'To Dos' for children to complete. [www.purplemash.com/sch/stp-pendeford](http://www.purplemash.com/sch/stp-pendeford)
- Marking and commenting of children's work
- Delivering online safety lessons to children- how to interact on the live stream, cyber bullying, appropriate language, safe searching - Continue the use of the 'Think you know' resources which support children's online safety at a time when they will be spending much more time online.
- Remote learning for Early Years
- It is not appropriate for Early Years pupils and even into Year 1 to be sat at a computer all day.

Providing feedback on work –

- Pupils can send any completed work to teachers via Google Classroom or email it to their classes email.
- Teachers can mark and return work to pupils via the comments feature.
- Teachers should mark work daily and return with a comment to the pupil within 24 hours.

Keeping in touch with pupils who aren't in school and their parents –

- In the case of a longer term closure (over a week), Teachers will call pupils/parents at least every 2 weeks. Any concerns should be recorded and Head teacher alerted. If there has been no communication from either a parent or child via by day 3 of a closure starting, teacher or SLT member will call parents/pupils on day 4.
- Vulnerable pupils will be called weekly - CP/EHCP/identified pupils, this will be done by SENCO/DSL.
- Emails received from parents and pupils are to be checked between 9am and 3pm, Mon- Fri. Teachers should respond to pupil/parent emails within 48hours. Only send replies between these times.
- Withheld numbers may be used as teachers can use their mobile phones from home. Contact details can be accessed from the main office or Teacher2Parents, please ensure you log off and do not share information with a third party. Record all contacts with parents and add any relevant actions. Example 'Telephoned Mum offered support during home learning and I spoke with child who is getting on well. No concerns.' Alert the safeguarding team with any immediate concerns via telephone.

- Contact should be polite and encouraging. Teachers must not give out any personal details. Any concerns should be forwarded to a member of SLT who may choose to contact the parents directly.

Attending virtual meetings with staff, parents and pupils –

- Locations (e.g. avoid areas with background noise, nothing inappropriate in the background)

## 2.2 Teaching assistants

When assisting with remote learning, teaching assistants must be available between 9am-3pm.

If they're unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedure.

When assisting with remote learning, teaching assistants are responsible for:

- Supporting pupils who aren't in school with learning remotely –
- When requested by Head Teacher/SENDCO
- Will liaise with class teachers to support planning and resourcing differentiated learning

## 2.3 Subject leads

Alongside their teaching responsibilities, subject leads are responsible for monitoring the work teachers set by their subject.

- Review work set weekly

## 2.4 Senior leaders

Alongside any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school.
- Monitoring the effectiveness of remote learning.

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.
- If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. If this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

### **2.5 Designated safeguarding lead**

The DSL Team are responsible for: Safeguarding concerns, including those related to Remote Learning please refer to Child Protection and Safeguarding Policy.

### **2.6 IT staff**

IT staff are responsible for:

- Fixing issues with systems used to set and collect work
- Helping staff and parents with any technical issues they're experiencing
- Reviewing the security of systems and flagging any data protection breaches to the Data Protection Officer

### **2.7 Pupils and parents**

Staff can expect pupils learning remotely to:

- Be contactable during the school day – 9am-3pm although they may not always be in front of a device the entire time
- Seek help if they need it, from teachers or teaching assistants
- Alert teachers if they're not able to complete work

Staff can expect parents with children learning remotely to:

- Make the school aware if their child is sick or otherwise can't complete work
- Seek help from the school if they need it – if you know of any resources staff should point parents towards if they're struggling, include those here
- Be respectful when making any complaints or concerns known to staff

## 2.8 Governing board

The governing board is responsible for:

- Monitoring the school's approach to providing remote learning to ensure education remains as high quality as possible
- Ensuring that staff are certain that systems are appropriately secure, for both data protection and safeguarding reasons

## 3. Who to contact

If staff have any questions or concerns about remote learning, they should contact the following individuals:

Here are some suggested issues and the most likely points of contact, but adapt and add to this as needed:

- Issues in setting work – talk to the relevant subject lead or SENCO
- Issues with behaviour – talk to the Head Teacher
- Issues with IT – talk to IT staff
- Issues with their own workload or wellbeing – talk to the Head Teacher
- Concerns about data protection – talk to the data protection officer
- Concerns about safeguarding – talk to the DSL

All staff can be contacted via the school email addresses



## **4. Data protection**

### **4.1 Accessing personal data**

When accessing personal data for remote learning purposes, all staff members will:

- Teachers are able to access parent contact details via Sims using a secure password or from the main school office. Do not share any details with third parties.
- School laptops and iPads are the school's preferred devices to be used when accessing any personal information on pupils.

### **4.2 Processing personal data**

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. As long as this processing is necessary for the school's official functions, individuals won't need to give permission for this to happen.

However, staff are reminded to collect and/or share as little personal data as possible online.

### **4.3 Keeping devices secure**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device

- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing antivirus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## **5. Safeguarding**

Please refer to Child Protection and Safeguarding Policy and the e-safety policy, both of which are on the school website.

[www.stpaulscofeprimaryschool.co.uk/policies](http://www.stpaulscofeprimaryschool.co.uk/policies)

## **6. Monitoring arrangements**

This policy will be reviewed by Mrs. Jennifer Ferretti (Headteacher & Online Safety Lead) & Mr. Lee Davis-Powell (Deputy Head & Curriculum) and Mrs Rebecca Cook (Computing Lead) and will be shared with the SLT. At every review, it will be approved by Leanne Clarke (Online Safety Governor) and the other members of the Governing Body.

## **7. Links with other policies**

This policy is linked to our:

- Behaviour policy
- Safeguarding and Child Protection Policy
- Data protection policy and privacy notices
- Home-school agreement
- ICT and internet acceptable use policy
- Online safety policy

These can be found on the school website:

[www.stpaulscofeprimaryschool.co.uk/policies](http://www.stpaulscofeprimaryschool.co.uk/policies)